

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



November 28, 2005

TC LETTER: 05-15

CHILD SUPPORT TRAINING COORDINATORS

**SUBJECT: CCSAS VERSION 1 (V1), IMPLEMENTATION 2 (I2)  
TRAINING FOR TRAINERS (T4T)  
SCHEDULE AND ASSIGNMENTS**

California Child Support Automation System (CCSAS) Version 1 (V1) Implementation 2 (I2) training development is nearing completion and the State Training Team is finalizing plans for the Training for Trainers (T4T) sessions scheduled for February and March 2006. This training represents the culmination of efforts from the Department of Child Support Services (DCSS), Child Support Director's Association, the Business Partner (BP), Franchise Tax Board, and participating Local Child Support Agency (LCSA) Subject Matter Experts and builds upon the training materials delivered during the first implementation phase in July and August 2005.

There are a total of 192 slots available in the eight training sessions to be held in select sites across the State. All the sites for I2 are the same as the sites used for delivery of Implementation 1 (I1) T4T, with the exception of a new training room for Sacramento. The majority of the LCSAs have been assigned to the same location to attend T4T, with minor changes for a few counties. Participation and number of slots assigned to each LCSA is the same as for I1 attendance. It is expected that the individuals participating in the I2 T4T will be those that participated in the I1 T4T. The I2 T4T schedule with site assignments is attached to and made a part of this Training Coordinator (TC) Letter (Attachment 1).

Individuals who participated in I1 have been pre-assigned to the I2 T4T schedule. Please let us know immediately if you are not able to fill all the allotted seats. In addition, if anyone must cancel, even days before the session, please contact us so the space can be reassigned and attendance rosters kept accurate.

Training Session Logistics

Each training session is for three consecutive days. Registration begins at 8:00 a.m. the first day. Training begins promptly at 8:30 a.m. and ends at 5:00 p.m. daily.

Because this comprehensive training covers a lot of material, please make arrangements to attend the training for the entire three days. You will be provided with two breaks and a full hour lunch for each day of training.

Depending upon your travel needs, you may need to make reservations for a hotel (remember to ask for the government rate) and familiarize yourself with nearby restaurants. We have provided hyperlinks to hotel and restaurant information on the internet. Many hotels accept the government rate if you request it at the time the reservation is made. Use the CTRL key while clicking on the hyperlinks below:

<p style="text-align: center;"><b>REDDING</b> <a href="#">Redding, California Hotels</a> <a href="#">Redding, California Restaurants</a></p>
<p style="text-align: center;"><b>SACRAMENTO</b> <a href="#">McClellan, California Hotels</a> <a href="#">McClellan, California Restaurants</a></p>
<p style="text-align: center;"><b>SANTA CLARA</b> <a href="#">San Jose, California Hotels</a> <a href="#">San Jose, California Restaurants</a></p>
<p style="text-align: center;"><b>RIVERSIDE</b> <a href="#">Riverside, California Hotels</a> <a href="#">Riverside, California Restaurants</a></p>
<p style="text-align: center;"><b>LOS ANGELES</b> <a href="#">Commerce, California Hotels</a> <a href="#">Commerce, California Restaurants</a></p>
<p style="text-align: center;"><b>ORANGE</b> <a href="#">Santa Ana, California Hotels</a> <a href="#">Santa Ana, California Restaurants</a></p>
<p style="text-align: center;"><b>FRESNO</b> <a href="#">Fresno, California Hotels</a> <a href="#">Fresno, California Restaurants</a></p>

Travel Reimbursement

DCSS will reimburse LCSAs for travel and per diem costs associated with participation in the T4T sessions. LCSAs should use T6 (State Wide Services Training Travel) for all LCSA trainers traveling to one of the regional training sites to receive a minimum of three days of intensive application training. Specific reimbursement instructions and the travel spreadsheet will be sent to participants separately.

After receipt of this information, DCSS will set up account codes for travel expenses. These codes will appear on the Administrative Expense Claim in the EDP Section. LCSAs need to enter their travel costs in the appropriate account code in order to claim full reimbursement.

We look forward to your participation in CCSAS V1 I2 T4T. Should you have any questions, please contact Lisa Seaton in the Statewide Training Section at (916) 464-5710 or by email at [lisa.seaton@dcss.ca.gov](mailto:lisa.seaton@dcss.ca.gov).

Sincerely,

o/s by Lisa Watson acting for

DEBRA SANCHEZ  
Branch Chief  
Policy Branch

Attachment

cc: IV-D Directors  
Training Advisory Committee

CCSAS V1 I2 Schedule  
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<b>County Location (Total Enrolled)</b>	<b>Date/Days</b>	<b>Training Site</b>	<b>Counties (192) (Space Assignment)</b>
Los Angeles (24)	<b>2/27/06 – 3/1/06 Monday - Wednesday</b>	Los Angeles County Child Support Department 5500 South Eastern Avenue Commerce, CA 90040	Los Angeles (20) Orange (2) San Diego (2)
Redding (22)	<b>3/1/06 – 3/3/06 Wednesday – Friday</b>	Shasta County Department of Child Support Services 2600 Park Marina Drive Redding, CA 96001	Butte (4) Colusa (1) Glenn (1) Humboldt (3) Lake (2) Lassen (1) Mendocino (1) Plumas (2) Shasta (3) Siskiyou/Modoc (2) Tehama (1) Trinity (1)
Sacramento (24)	<b>3/6/06 -3/8/06 Monday - Wednesday</b>	USDA Forest Service WFTC N124 Battlement Creek 3237 Peacekeeper Way McClellan, CA 95652	Contra Costa (5) Marin (1) Napa (2) Yuba (3) San Francisco (3) San Luis Obispo (2) Solano (2) Sonoma (4) Sutter (2)
Riverside (24)	<b>3/8/06 – 3/10/06 Wednesday – Friday</b>	Riverside County Department of Child Support Services 2001 Iowa Avenua Riverside, CA 92507	Imperial (2) Riverside (8) San Bernardino (6) Ventura (5) Kern (3)
Santa Clara	<b>3/13/06 –</b>	Santa Clara	Alameda (4)

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(20)	<b>3/15/06 Monday - Wednesday</b>	Department of Child Support Services 2851 Junction Avenue San Jose, CA 95134	Monterey (4) San Mateo (3) Santa Clara (6) Santa Cruz/San Benito (3)
Sacramento (27)	<b>3/15/06 - 3/17/06 Wednesday - Friday</b>	USDA Forest Service WFTC N124 Battlement Creek 3237 Peacekeeper Way McClellan, CA 95652	Amador/Alpine/Cal averas (2) El Dorado (3) Inyo/Mono (1) Placer (3) Del Norte (2) Sacramento (7) San Joaquin (4) Sierra-Nevada (2) Yolo (3)
Orange (24)	<b>3/20/06 - 3/22/06 Monday - Wednesday</b>	Orange County Department of Child Support Services 1055 North Main Street Santa Ana, CA 92702-9946	Orange (14) San Diego (7) Los Angeles (3)
Fresno (27)	<b>3/22/06 - 3/24/06 Wednesday - Friday</b>	Fresno County Department of Child Support Services 2220 Tulare Street, Suite 1500 Fresno, CA 93779	Fresno (5) Kings (3) Madera (2) Mariposa (1) Merced (3) Santa Barbara (3) Stanislaus (4) Tulare (5) Tuolumne (1)